

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Refugee Resettlement (ORR), ACF,
HHS

Funding Opportunity Title: Notice of Availability of FY2006 Discretionary
Funds to States For Service Programs for
Cuban/Haitian Refugees and Entrants

Announcement Type: Initial

Funding Opportunity Number: HHS-2006-ACF-ORR-RQ-0106

CFDA Number: 93.576

Due Date for Applications: 04/21/2006

Executive Summary:

The Office of Refugee Resettlement (ORR) invites eligible applicants to submit competitive grant applications for services in the program areas of employment, hospitals and other health and mental health care programs, adult and vocational education, refugee crime or victimization and citizenship/naturalization for those localities most heavily affected by Cuban and Haitian entrants and refugees, particularly where their arrival numbers in recent years have increased. These grants will be awarded on a competitive basis pursuant to the ORR Director's discretionary authority under section 412(c)(1)(A) of the Immigration and Nationality Act (INA), 8 U.S.C. 15522 (c)(1)(A), as amended, and section 501 of the Refugee Education Assistance Act of 1980 Public Law (P.L.)96-422. Applications will be screened and evaluated as indicated in this program announcement. Awards will be contingent on the outcome of the competition and the availability of funds.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

Legislative Authority: Section 412(c)(1)(A) of the Immigration and Nationality Act (INA) authorizes the ORR Director "to make grants to, and enter into contracts with, public or private non-profit agencies for projects specifically designed -- (i) to assist refugees in obtaining skills which are necessary for economic self-sufficiency, including projects for job training, employment services, day care, professional refresher

training, and other recertification services; (ii) to provide training in English where necessary (regardless of whether the refugees are employed or receiving cash or other assistance); and (iii) to provide where specific needs have been shown and recognized by the Director, health (including mental health) services, social services, educational and other services." See also section 501 of the Refugee Education Assistance Act of 1980, P.L. 96-422 (8 U.S.C. 1522 note).

Purpose Objectives

ORR invites applicants to submit competing grant applications for programs that will provide assistance to and serve localities most heavily affected by Cuban and Haitian entrants and refugees, particularly where their arrivals numbers in recent years have increased. Within the funds provided, \$19,000,000 is available for support to communities with large concentrations of Cuban/Haitian entrants of varying ages whose cultural differences make assimilation especially difficult, justifying a more intense level and longer duration of Federal assistance. Priority for Cuban/Haitian funding shall be directed towards individuals most in need of additional support, including the newly arrived, individuals without family or voluntary agency support or the long-term unemployed and unassimilated who are unable to access adequate services through mainstream assistance. Discretionary grant funds may be sought for any or all of the following five program categories: (1) employment services; (2) hospitals and other health and mental health care areas; (3) adult and vocational education services; (4) refugee crime or victimization programs; and (5) citizenship and naturalization preparation services.

The objective of the program is to provide assistance and services in one or more of the above listed program categories to localities affected by the Cuban and Haitian entrants and refugees whose arrivals in recent years have increased.

Listed below are some examples of allowable services for each of the above listed program areas. An applicant may propose services in any combination of the areas listed below.

Employment

Assessment and pre-employment counseling; job development, placement, upgrading and follow-up; services aimed at placing two or more family members in jobs in order to achieve self-sufficiency; and supportive services, such as transportation and transitional child care to help refugees maintain employment or participate in employment services.

Hospitals and Health and Mental Health Care Programs

Services for Cuban and Haitian refugees and entrants who are not covered by existing local, State or Federal programs. Examples include mental health services and/or substance abuse treatment provided through Community Mental Health Centers for refugees whose costs are not included under existing publicly funded programs; services provided in public hospitals for Cuban and Haitian refugees and entrants not covered by Refugee Medical Assistance, Medicaid, or a State medical assistance program available to all indigent residents of the States; and costs to medical care providers that are incurred for Cuban or Haitian refugees and entrants but not for other indigent patients, such as interpreter services where the provider is required by law to provide an interpreter at the provider's expense.

Adult and Vocational Education

Adult education and vocational education programs, including vocational English language training, literacy training, short-term skills training, and career counseling, recertification, Graduate Equivalency Degree programs provided to Cuban and Haitian refugees who cannot be served through the regular high school programs, the use of language labs and other technologies in the enhancement of English language instruction for Cuban and Haitian refugees.

Refugee Crime or Victimization

Community outreach, neighborhood storefronts, neighborhood watch programs designed to improve communication and cooperation between the Cuban or Haitian refugee community and law enforcement agencies and domestic violence prevention or response services that are culturally and linguistically appropriate.

ORR cannot consider for funding law enforcement, such as the hiring of sworn police officers (except those who are public service officers or community liaison officers), fingerprinting, incarceration, or parole counseling.

Citizenship and Naturalization Preparation Services

Services are designed to assist Cuban and Haitian refugees with their applications to adjust to st1:country-region>United States permanent residency and citizenship. Services may also be offered to assist disabled Cuban/Haitian refugees and entrants in obtaining disability waivers from English and civics requirements during the naturalization process and in acquiring employment. Federal funds awarded under

this program cannot be used to reimburse clients for any fees paid to U.S. Citizenship and Immigration Services (USCIS).

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$19,000,000
Anticipated Number of Awards:	1 to 10
Ceiling on Amount of Individual Awards:	\$18,000,000 per project period
Floor on Amount of Individual Awards:	\$100,000 per project period
Average Projected Award Amount:	\$100,000 per project period
Length of Project Periods:	36-month project with three 12-month budget periods
Awards under this announcement are subject to the availability of funds.	

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- State governments

Eligible applicants for these funds are (a) those agencies of State governments that are responsible for the refugee program under 45 Code of Federal Regulations (CFR) 400.5(b) an agency that has statewide responsibility for an alternative to the State-administered program in lieu of the State under a Wilson/Fish grant; and (c) a replacement designee authorized by the Director of the Office of Refugee Resettlement to administer the provision of assistance and services, as appropriate, to refugees in that State pursuant to 45 CFR 400.301. Applicants are limited to these agencies as they are

responsible for determining the statewide impact of Cuban and Haitian refugees and entrants on communities and ensuring coordination and avoiding duplication and overlap in the provision of services to this population. Applicants are also limited to those States with an approved State Plan that includes the Cuban/Haitian Entrant Program (CHEP).

Eligible applicants may apply under this announcement based on ORR arrival data for Cuban and Haitian refugees and entrants during the period Fiscal Year (FY) 2000 through FY 2004, (table of this data is attached at Appendix A). Based on the arrival data on the attached table at Appendix A, a minimum State threshold of 400 Cuban and Haitian refugees and entrants has been established as a baseline. The purpose of the threshold is to target assistance to those areas most heavily affected by these arrivals. Awards, however, will not be based solely on population numbers, but will be based on the proposed program and justification and documentation of the applicant, including such factors as service needs of the population to be served and resources available to the applicant.

If a State can demonstrate that its Cuban and Haitian population, including secondary migrants, meets the minimum threshold of 400 for the same period and is not listed on the attached table at Appendix A, the State agency responsible for the refugee programs under 45 CFR 400.5 may submit an application for funds under this announcement. The application must provide documentation that includes the name, alien number, date of birth, and date of arrival in the U.S. for each Cuban and Haitian refugee/entrant claimed for the period indicated on the attached table at Appendix A (i.e., FY 2000 through 2004).

2. Cost Sharing or Matching: None

3. Other:

Eligibility for this discretionary refugee social service grant program includes: individuals admitted from Cuba or Haiti who meet all requirements of 45 CFR 400.43 and 45 CFR 401.2, Cuban and Haitian entrants under section 501 (e) of the Refugee Education Assistance Act of 1980 (Pub. L. No. 96-422) (8 U.S.C. 1522).

For convenience, the term "refugee" is used in this notice to encompass all such eligible persons.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Lorraine Berry
Division of Refugee Assistance
Office of Refugee Resettlement
Administration for Children and Families (ACF)
370 L'Enfant Promenade, SW
Aerospace Building, 6th Floor-East
Washington, DC 20447
Phone: 202-401-5532
Fax: 202-401-5772
Email: lberry@acf.hhs.gov

2. Content and Form of Application Submission:

In order to be considered for a grant under this program announcement, an application must be submitted on the Standard Form (SF) 424 and in the manner prescribed by the Administration for Children and Families (ACF). Application materials including forms and instructions are available from the contacts named under the "FOR FURTHER INFORMATION, CONTACT" section in the preamble of this announcement.

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the

instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the

CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**

- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not

the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 04/21/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications that do not meet the deadline requirements will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Mailed applications shall be considered as meeting the announced deadline if they are either received on or before the due date or postmarked on or before the due date and received by ACF in time for the independent review referenced in *Section V.2*.

Applicants must ensure that a legibly dated U.S. Postal Service postmark or a legibly dated, machine produced postmark of a commercial mail service is affixed to the envelope/package containing the application(s). To be acceptable as a proof of timely mailing, a postmark from a commercial mail service must include the logo/emblem of the commercial mail service company and must reflect the date the package was received by the commercial mail service company from the applicant. Private Metered postmarks shall not be acceptable as proof of timely mailing. Applicants are cautioned that express/overnight mail services do not always deliver as agreed.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers shall be considered as meeting the announced deadline if they are received on or before the due date referenced above, between the

hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION THAT DOES NOT MEET THE DEADLINE REQUIREMENTS ABOVE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Project Abstract	See Sections IV.2 and	Found in Sections IV.2 and V	By application due

	V		date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By date of award.
Assurances	See Section IV.2		By date of award.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By application due date.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By application due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL:
<http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

Sylvia Johnson, ACF Grants Officer
Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
901 D Street, SW
Washington, DC 20447

Hand Delivery

Sylvia Johnson, ACF Grants Officer
Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
901 D Street, SW
Washington, DC 20447

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation

criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

When applying for a grant to establish a neighborhood child care center, describe who will occupy the facility, who will use the facility, how the facility will be used, and how the facility will benefit the community which it will serve. Another example would be describing the impact of a proposed literacy program on the target population.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 30 points

The applicant provides a clear explanation of a feasible, appropriate and complete plan for providing services to the Cuban/Haitian refugee and entrant participants. The plan must specify how the allocation of funds will be directed toward individuals most in need of additional support, including the newly arrived, individuals without family or voluntary agency support or the long-term unemployed and unassimilated who are unable to access adequate services through mainstream assistance.

RESULTS OR BENEFITS EXPECTED - 25 points

The outcomes and benefits proposed are reasonable and reflect the objectives of this announcement. They should reflect tangible outcomes, such as for employment services, the numbers of job placements, and Temporary Assistance for Needy Families grant terminations, rather than process outcomes (numbers of people to be served).

OBJECTIVES AND NEED FOR ASSISTANCE - 20 points

The applicant identifies the Cuban/Haitian refugee and entrant populations to be assisted by this project and describes the need for assistance of this population. The application must also indicate a description of the extent to which proposed activities were developed with input from the Cuban or Haitian refugee and entrant communities to be targeted.

BUDGET AND BUDGET JUSTIFICATION - 15 points

The budget is reasonable and clearly justified. The budget narrative relates to proposed activities and expected outcomes. Applicant provides line-item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations include estimation methods, quantities, unit costs and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget also includes a breakout by the funding sources identified in Block 15 of the SF-424. Narrative budget justification describes how the categorical costs are derived. Applicant discusses the necessity, reasonableness, and allocability of the proposed costs.

ORGANIZATIONAL PROFILES - 10 points

Applicant organization and staff and partner organizations have a history of experience and demonstrated management capacity to implement and manage programs to serve the Cuban/Haitian refugee and entrant population.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening

Each application submitted under this program announcement will undergo a pre-review to determine that (1) the application was received by the closing date and submitted in accordance with the instructions in this announcement; and (2) the application complies with stated funding limits.

Competitive Review and Evaluation Criteria

An independent review panel will use specific evaluation criteria to evaluate and rank applications that pass initial ACF screening. The evaluation criteria were designed to assess the quality of a proposed project and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications that are responsive to the evaluation criteria within the context of this program announcement. Proposed projects will be reviewed using the following evaluation criteria:

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-

Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: <http://www.whitehouse.gov/government/fbci/guidance/index.html>.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

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Office of Grants Management
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VIII. OTHER INFORMATION

Date: 02/21/2006

Kenneth Tota
Acting Director
Office of Refugee Resettlement

Appendix A

<i>Cuban/Haitian Entrant/Parolee/Refugee/Asylee Arrivals by State</i>						
<i>Attachment to ORR FY 2006 Cuban/Haitian Discretionary Announcement</i>						
STATE_NAME	Total	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004
st1:State>FLORIDA	91057	21612	19545	18197	11030	20673
TEXAS	2773	582	477	551	292	871

NEW YORK	2568	485	500	549	305	729
KENTUCKY	2247	414	377	445	256	755
NEW JERSEY	1833	524	411	353	154	391
NEVADA	1537	361	264	222	216	474
MICHIGAN	1494	410	325	243	109	407
ARIZONA	1258	303	236	247	89	383
PENNSYLVANIA	969	167	154	207	95	346
OREGON	757	202	120	130	79	226
NEW MEXICO	680	177	128	135	77	163
VIRGINIA	627	43	52	154	57	321
MASSACHUSETTS	482	90	125	110	64	93
CALIFORNIA	428	144	93	63	35	93
LOUISIANA	409	110	80	57	40	122
ILLINOIS	381	80	97	83	25	96
GEORGIA	354	87	64	90	21	92
NORTH CAROLINA	264	73	63	54	19	55
MISSOURI	263	50	67	65	10	71
TENNESSEE	240	43	47	65	20	65

PUERTO RICO	233	81	51	43	28	30
VIRGIN ISLANDS	189	6	0	1	80	102
UTAH	151	4	57	41	9	40
CONNECTICUT	148	29	24	36	24	35
MARYLAND	111	22	18	25	18	28
ALABAMA	98	25	22	16	16	19
COLORADO	98	27	37	19	10	5
WASHINGTON	79	17	11	22	4	25
NEBRASKA	69	24	20	4	2	19
INDIANA	51	14	5	11	0	21
DELAWARE	37	5	10	1	15	6
SOUTH CAROLINA	32	14	2	5	6	5
IDAHO	30	7	13	8	0	2
OHIO	27	8	4	1	4	10
MISSISSIPPI	23	4	3	8	0	8
RHODE ISLAND	22	3	3	8	3	5
KANSAS	21	5	3	11	1	1
NORTH DAKOTA	19	10	9	0	0	0

MINNESOTA	18	5	9	2	1	1
WISCONSIN	15	0	8	3	0	4
ARKANSAS	11	9	0	0	1	1
SOUTH DAKOTA	10	2	0	0	0	8
DISTRICT OF COLUMBIA	9	2	5	0	1	1
OKLAHOMA	8	2	1	4	1	0
MAINE	7	1	5	0	1	0
IOWA	6	0	0	0	0	6
NEW HAMPSHIRE	6	1	0	3	2	0
MONTANA	4	2	2	0	0	0
ALASKA	1	0	0	0	1	0
HAWAII	1	0	0	1	0	0
VERMONT	1	0	0	1	0	0
TOTAL	112156	26286	23547	22294	13221	26808